



# **MD AOC Project**

## ***Introduction to PeopleSoft***

### ***PeopleSoft Billing Session***



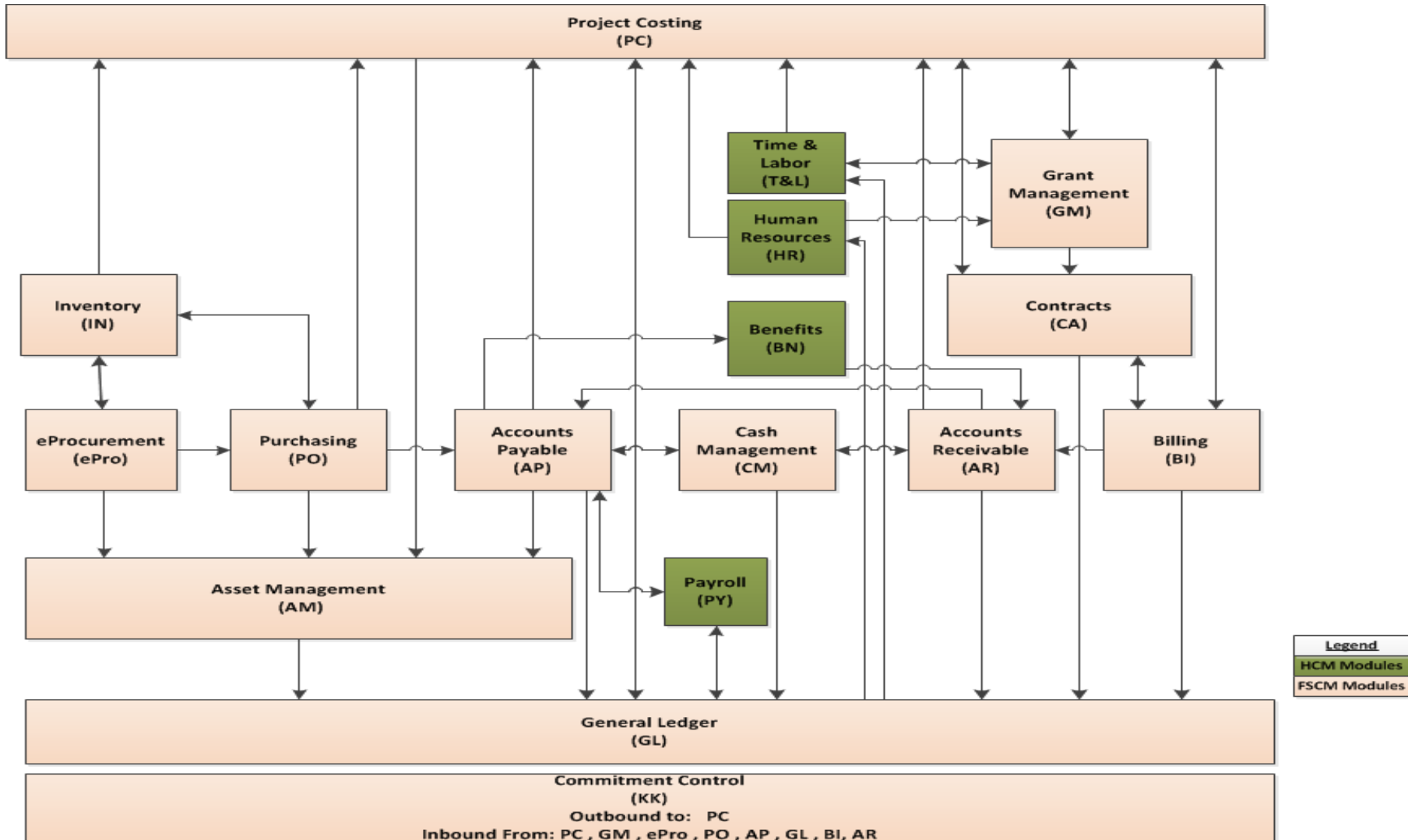
- **Introduction**
- **Session Objectives**
- **PeopleSoft Overview**
- **Key Features & Concepts**
- **Business Processes**
- **A Look at PeopleSoft 9.1 Billing**
- **Next Steps**
- **Questions**



- **Introduction – Marshall Gunsel**
  - I have 15 years of PeopleSoft Financials experience primarily focused on the Order To Cash (OTC) stream and was a Controller for Ryder Systems prior to that.
  - My fun fact is that my son and I are taking a weekend in May to go whitewater rafting and zip lining in West Virginia.
- **Attendee Introductions**
  - Name
  - Role with AOC
  - Project expectations
  - Fun Fact

- Introduce you to PeopleSoft 9.1 Billing
- How we achieve that:
  - Review Key PeopleSoft Features
  - Review Process Flows
  - Look at the Application

# PeopleSoft Overview



# PeopleSoft Overview

## Record to Report (RTR)

### **General Ledger (GL)**

- Subsystem Journals
- Monetary Journals

### **Commitment Control (KK)**

- Pre-Encumbrance (Commitments)
- Encumbrance (Obligations)
- Expenses
- Recognized Revenue
- Budgetary Journals

## Procure to Pay (PTP)

### **eProcurement (ePro)**

- Self Service Requisitions
- Self Service Receipts

### **Purchasing (PO)**

- Requisitions
- Purchase Orders
- Receipts
- Items
- Change Orders
- PCards

### **Accounts Payable (AP)**

- Vendors
- Vouchers/Invoices
- Payments

## Supply Chain Management (SCM)

### **Inventory (IN)**

- Putaway
- Order Fulfillment
- Inventory Counts

## Asset Lifecycle Management (ALM)

### **Asset Management (AM)**

- Assets
- Depreciation
- Retirement

## Enterprise Service Automation (ESA)

### **Grants Management (GM)**

- Pre-Award (Proposal, Proposal Project, Budget Activity)
- Post-Award (Contract/Award, Project/Grant Activity)

### **Contracts (CA)**

- Contracts
- Billing Plans
- Prepaids/Advances
- Revenue Plans

### **Project Costing (PC)**

- Projects
- Assets

## Order to Cash (OTC)

### **Billing (BI)**

- Billing Data
- Invoicing

### **Accounts Receivable (AR)**

- Customers
- Receivables
- Collections
- Payments
- Aging

### **Cash Management (CM)**

- Banking Relationships
- Treasury Accounting
- Reconciliation

## Human Capital Management (HCM)

### **Time and Labor (T&L)**

- Time Entered
- Costs
- Team Members
- Status of Grants
- Chart of Accounts

### **Payroll (PY)**

- Garnishment Invoices
- Tax Invoices
- Vendors
- Chart of Accounts
- Benefits Invoices

### **Human Resources (HR)**

- Personal Information

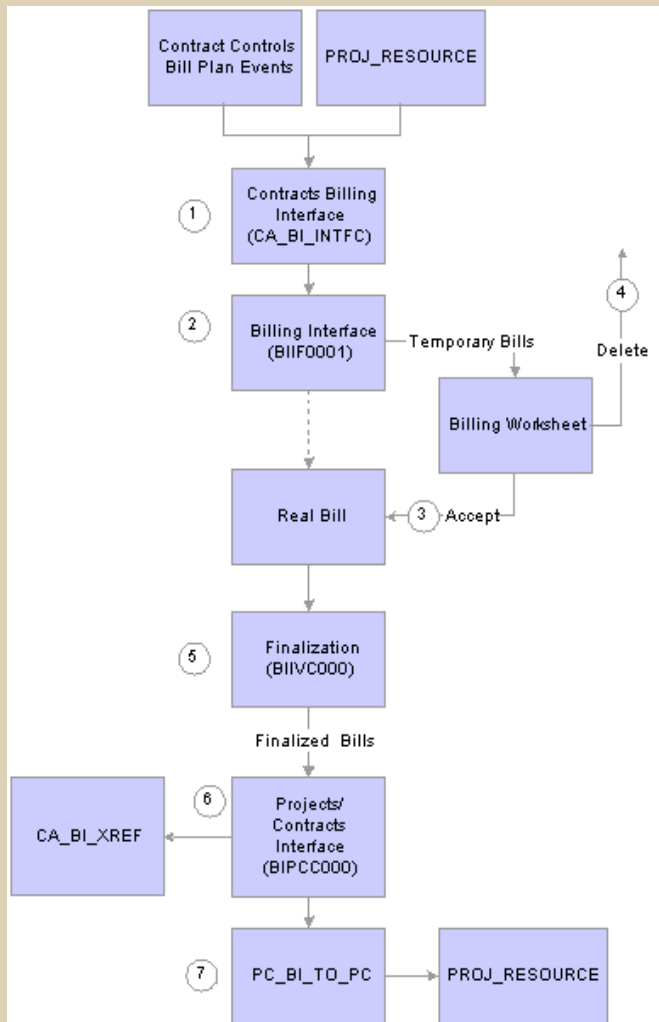
### **Benefits (BN)**

- Vendors
- Accounts Receivables

## Key Features

- Receive billing data from other PeopleSoft and non-PeopleSoft applications
- Create various types of bills—one time, recurring, installment, inter/intra unit, etc.
- Review, validate and adjust bills
- Print invoices and send invoice notifications via email
- Create accounting entries, accrue unbilled revenue, and process deferred revenue

## Project Costing, Contracts, and Billing Integration



- 1) Run the Contracts Billing Interface process Contracts- and Project Costing-related billing activity to Billing.

- 2) Run the Billing Interface process (BIIF0001) in Billing to create temporary bills that you can work on in the billing worksheet.

The billing worksheet is a temporary work area where you can review and adjust resource lines that come from Project Costing before you create an actual bill. For bill lines that are generated from fixed-amount contract lines, you can approve or delete the worksheet based on your review.

- 3) Approve the billing worksheet.

When you accept a billing worksheet, the system creates a real bill with an assigned invoice number and updates Contracts and Project Costing accordingly.

- 4) Delete the billing worksheet.

When you delete a billing worksheet, the system cancels the bill and updates Contracts and Project Costing accordingly.

- 5) Run the Finalization process (BIIVC000).

Run the Finalization process on the real bills that you have created. The Finalization process performs a variety of tasks, including calculating taxes, setting the invoice date, and calculating the due date.

- 6) Run the Projects/Contracts Interface process (BIPCC000).

After you have run the Finalization process, you run the Projects/Contracts Interface process. This process updates Contracts and Project Costing with the finalized bill information from Billing and updates the billing plan event statuses to *event billed*.

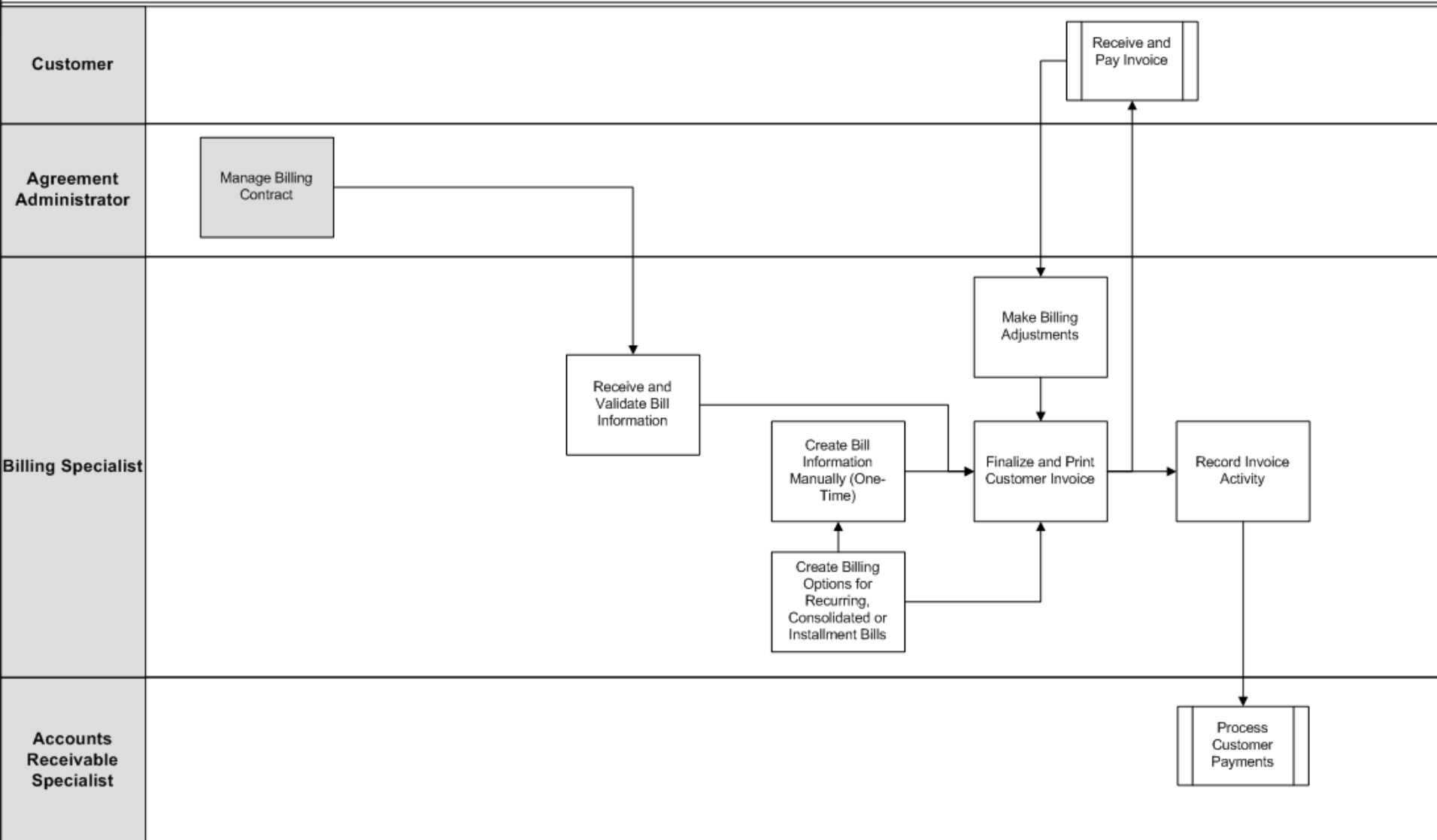
- 7) Run the Billing to Projects process (PC\_BI\_TO\_PC).

Run the Billing to Projects process for rate-based contract lines to update Project Costing tables with billing data.



# Business Processes – Invoice Customer

## Invoice Customer



# A Look at PeopleSoft 9.1 Billing (BI)

- Review Billing menu
- Review Interface Transactions menu
- Review Maintain Bills menu
- Review Generate Invoices menu
- Review the Review Billing Information menu


# A Look at PeopleSoft 9.1 – BI (continued)

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Favorites | Main Menu > Billing


Billing

 **Billing** [Edit "Billing" Folder](#)

Manage all aspects of the Billing product.

 <b><u>Interface Transactions</u></b> Review, correct, and apply pending interface activity. <ul style="list-style-type: none"><li> <a href="#">Review Pending Transactions</a></li><li> <a href="#">Update Pending Transactions</a></li><li> <a href="#">Process Billing Interface</a></li><li><a href="#">7 More...</a></li></ul>	 <b><u>Manage Billing Worksheet</u></b> Review and approve pending billing activity from Contracts, Projects and Grants. <ul style="list-style-type: none"><li> <a href="#">Update Billing Worksheet</a></li><li> <a href="#">Review Contract/Project Bills</a></li><li> <a href="#">Letter of Credit Summary</a></li><li><a href="#">2 More...</a></li></ul>	 <b><u>Maintain Bills</u></b> Create bills; define schedules, templates, and consolidation; and assign status. <ul style="list-style-type: none"><li> <a href="#">Express Billing</a></li><li> <a href="#">Standard Billing</a></li><li> <a href="#">Installment Bill Schedules</a></li><li><a href="#">20 More...</a></li></ul>
 <b><u>Generate Invoices</u></b> Finalize bills, print documents and reports, and apply billing activity. <ul style="list-style-type: none"><li> <a href="#">Non-Consolidated</a></li><li> <a href="#">Consolidated</a></li><li> <a href="#">Process Credit Cards</a></li><li><a href="#">5 More...</a></li></ul>	 <b><u>Locate Bills</u></b> Search for bills and bill lines that match selected criteria. <ul style="list-style-type: none"><li> <a href="#">Bills Not Invoiced</a></li><li> <a href="#">Bills Invoiced</a></li><li> <a href="#">Lines Not Invoiced</a></li><li> <a href="#">Lines Invoiced</a></li></ul>	 <b><u>Review Billing Information</u></b> Review bill summaries, billing detail, and pending items or accounting entries. <ul style="list-style-type: none"><li> <a href="#">Summary</a></li><li> <a href="#">Details</a></li><li> <a href="#">Installment Bill Schedule</a></li><li><a href="#">9 More...</a></li></ul>
 <b><u>Review Processing Results</u></b> View errors by invoice and bills marked in progress by a process step. <ul style="list-style-type: none"><li> <a href="#">In Progress Log</a></li><li> <a href="#">Review Invoice Errors</a></li><li> <a href="#">Financial Sanctions</a></li><li> <a href="#">Review Email Invoice Log</a></li></ul>		


# A Look at PeopleSoft 9.1 – BI (continued)

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Billing

 **Interface Transactions** [Edit "Interface Transactions" Folder](#)

Review, correct, and apply pending interface activity.

 <b><a href="#">Review Pending Transactions</a></b> Review pending interface activity in the staging area.	 <b><a href="#">Update Pending Transactions</a></b> Review interface activity in the staging area and correct errors.	 <b><a href="#">Process Billing Interface</a></b> Initiate a process to prepare bills from Billing Interface pending transactions.
 <b><a href="#">Apply VAT Defaults</a></b> Initiate a process to apply value-added tax defaults to bills.	 <b><a href="#">Review VAT Errors</a></b> Review, add, or modify VAT parameters for bills.	 <b><a href="#">Create Billing Intrfc Report</a></b> Create a report listing Billing Interface lines, activities, and transactions.
 <b><a href="#">Correct Interface Errors</a></b> Review interface activity in the staging area and correct errors.	 <b><a href="#">Review Interface Completions</a></b> Review completed Billing interface transactions	 <b><a href="#">Run Excise, ST/VAT Defaults</a></b> Run a process for excise or sales tax/VAT, tax calculation codes, and tax details.
 <b><a href="#">RMA Adjustments</a></b> Review and apply RMA adjustment activity to create credit invoicing.  <a href="#">Review RMA Adjustment Activity</a>  <a href="#">Create RMA Adjustment Invoices</a>		


# A Look at PeopleSoft 9.1 – BI (continued)

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







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Billing

 **Maintain Bills** [Edit "Maintain Bills" Folder](#)

Create bills; define schedules, templates, and consolidation; and assign status.

 <b><a href="#">Express Billing</a></b> Create an abbreviated format of a bill online.	 <b><a href="#">Standard Billing</a></b> Specify individual bill information.	 <b><a href="#">Installment Bill Schedules</a></b> Prepare installment bill schedules for template invoices.
 <b><a href="#">Create Installment Bills</a></b> Request a process to create installment bills.	 <b><a href="#">Recurring Bill Schedules</a></b> Prepare schedules for recurring bill templates.	 <b><a href="#">Create Recurring Bills</a></b> Request a process to create recurring bills.
 <b><a href="#">Create Consolidated Header</a></b> Create consolidated bill header.	 <b><a href="#">Attach and Detach Bills</a></b> Define the bills that are associated with a consolidated bill header.	 <b><a href="#">Copy Single Bill</a></b> Create a new bill by copying an existing bill.
 <b><a href="#">Define Bill Copy Group</a></b> Create a bill copy group.	 <b><a href="#">Define Copy Group Details</a></b> Specify a group of bills to copy, and define options for the copy process.	 <b><a href="#">Copy Bill Group</a></b> Request a process to copy bills defined by a bill copy group.
 <b><a href="#">Adjust Entire Bill</a></b> Create adjustments for an entire invoice.	 <b><a href="#">Adjust Selected Bill Lines</a></b> Create bill line adjustments for selected bill lines.	 <b><a href="#">Bill Summary</a></b> View a summary of a bill with options to calculate taxes and print a pro forma.
 <b><a href="#">Change Status of Bills</a></b> Request a process to update bill status for a group of bills.	 <b><a href="#">Correct Entry Type</a></b> Review and correct invalid entry type and entry reason values	 <b><a href="#">Correct Staged Acctg Errors</a></b> Correct transaction data errors that are found during the preload process.
 <b><a href="#">Correct Budget Check Errors</a></b> Correct transaction errors that occurred during budget checking.	 <b><a href="#">Supporting Documentation</a></b> Add or remove links to supporting documents for an invoice.	 <b><a href="#">Correct Summarization Template</a></b> Review and correct invalid summarization template value
 <b><a href="#">Screen for Denied Parties</a></b> Performs a Financial Sanctions Review which can potentially screen all Customers, Orders and Invoices against all installed Financial Sanctions Lists	 <b><a href="#">Invoice Maintenance</a></b> Update multiple billing lines within an invoice by selecting the lines to be updated and the new field value(s).	


# A Look at PeopleSoft 9.1 – BI (continued)

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Billing

 **Generate Invoices** [Edit "Generate Invoices" Folder](#)

Finalize bills, print documents and reports, and apply billing activity.

 <b>Non-Consolidated</b> Finalize bills, check budgets, create invoices, and apply billing activity. <ul style="list-style-type: none"><li> <a href="#">Single Action Invoice</a></li><li> <a href="#">Print Pro Forma</a></li><li> <a href="#">Finalize and Print Invoices</a></li><li><a href="#">7 More...</a></li></ul>	 <b>Consolidated</b> Finalize bills, check budgets, create invoices, and apply consolidated activity. <ul style="list-style-type: none"><li> <a href="#">Single Action Consolidation</a></li><li> <a href="#">Print Consolidated Pro Forma</a></li><li> <a href="#">Finalize and Print Invoices</a></li><li><a href="#">7 More...</a></li></ul>	 <b>Process Credit Cards</b> Request authorization for pending credit card transaction activity. <ul style="list-style-type: none"><li> <a href="#">Review Pending Transactions</a></li><li> <a href="#">Request Credit Card Processing</a></li><li> <a href="#">Review Transaction History</a></li></ul>
 <b>Accrue Unbilled Activity</b> Create accounting entries for unbilled accrual activity; review accrual reports. <ul style="list-style-type: none"><li> <a href="#">Non-Consolidated Bills</a></li><li> <a href="#">Consolidated Bills</a></li><li> <a href="#">Bill Lines Accrued Report</a></li><li> <a href="#">Lines Not Ready to Accrue Rpt</a></li></ul>	 <b>Reports</b> Print invoice registers and salary detail reports. <ul style="list-style-type: none"><li> <a href="#">Invoice Register</a></li><li> <a href="#">Consolidated Register</a></li><li> <a href="#">Salary Detail</a></li></ul>	 <b>Reproduce Reports</b> Re-create reports for Receivables, General Ledger and Payables integrations. <ul style="list-style-type: none"><li> <a href="#">AR Pending Item Report</a></li><li> <a href="#">GL Accounting Entries</a></li><li> <a href="#">AP Voucher Entries</a></li><li><a href="#">2 More...</a></li></ul>
 <b>Accumulated Balances</b> Request updates to accumulated balances and review accumulated balances. <ul style="list-style-type: none"><li> <a href="#">Calculate Balances</a></li><li> <a href="#">Review Balances</a></li><li> <a href="#">Compare Balances</a></li></ul>	 <b>Utilities</b> Update Contracts or Projects, delete temporary bills and test direct invoicing. <ul style="list-style-type: none"><li> <a href="#">eBill Payment Utilities</a></li><li> <a href="#">Update Contract/Projects Data</a></li><li> <a href="#">Federal Highway Billing</a></li><li><a href="#">5 More...</a></li></ul>	

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# A Look at PeopleSoft 9.1 – BI (continued)

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Billing

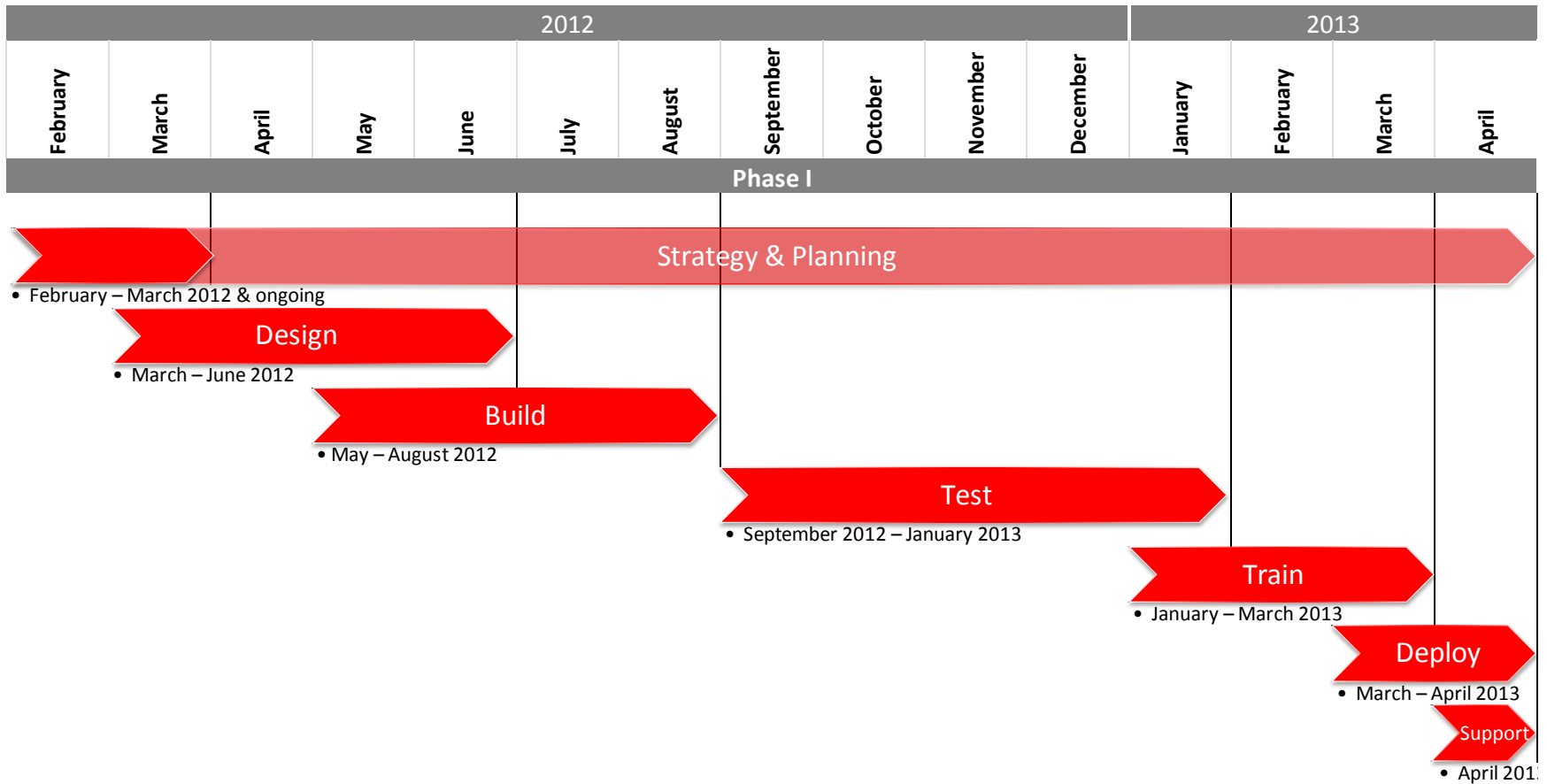
## Review Billing Information [Edit "Review Billing Information" Folder](#)

Review bill summaries, billing detail, and pending items or accounting entries.

 <b><u>Summary</u></b> Review specified bill information for the selected bill.	 <b><u>Details</u></b> Review detailed information for a selected bill.	 <b><u>Installment Bill Schedule</u></b> Display information about an installment bill schedule in bill currency.
 <b><u>Recurring Bill Schedule</u></b> View information about recurring billing schedules.	 <b><u>Consolidated Bills</u></b> View information for the consolidated bill header.	 <b><u>Attached Bills</u></b> Review bills attached to a particular consolidated bill.
 <b><u>AR Pending Items</u></b> List a summary of pending items by group identifier.	 <b><u>Review Entries by Invoice</u></b> View accounting entries the Load GL or Unbilled Revenue Accrual process creates.	 <b><u>Review Entries by Journal</u></b> View accounting entries by General Ledger journal ID.
 <b><u>Adjustment History</u></b> Review a summary of related bills and billing adjustments.	 <b><u>Review Line History</u></b> Review a summary of the bill line adjustment history.	 <b><u>View Supporting Documentation</u></b> View documents associated to an invoice.



# Next Steps





# Questions

